

CSS/R-1
11 January 1965

UNITED STATES INTELLIGENCE BOARD
COMMITTEE ON DOCUMENTATION

MEMORANDUM FOR: Chairman, United States Intelligence Board
SUBJECT : Quarterly Report on Progress re USIB-Approved
Recommendations in USIB-D-39.7/5
REFERENCE : (a) USIB-D-39.7/5, 16 March 1964

1. Following is a summary of the activities and accomplishments of the Task Teams, established pursuant to recommendations in Reference (a), during the period 1 October to 31 December 1964.

I. - CONTENT CONTROL

This Task Team is staffed with five members representing CIA, DIA, State, NSA and the CODIB Support Staff. The interests of Army, Navy and Air Force are being represented by DIA. There is no representation from FBI and AEC. Final Terms of Reference were formulated by the Team and approved by CODIB on 15 October. The team has had a total of eight working sessions, five of them during this quarter. The team has identified the major publishers of intelligence items and the primary distribution points through which these items flow. The processes and procedures at these points are now being examined to provide insights necessary in designing a content control scheme. Toward this end briefings on document dissemination practices were provided by DIA, CIA, NSA and State. The Team has initiated a review and analysis of existing subject and area codes with special emphasis on those used by analysts to express their intelligence interests.

II. - ITEM IDENTIFICATION

This Task Team is staffed with eight members representing CIA, DIA, Army, Navy, Air Force, State, NSA and the CODIB Support Staff. The FBI and AEC are not represented. Final Terms of Reference drafted by the team were approved by CODIB on 19 November. Seven working sessions have been held to date, all of them during this quarter. Major emphasis was placed on providing team members with a common frame of reference from which to develop a plan for an inventory and standard identification of publications, document series, and other

Group I
Excluded from automatic
Declassification.

items of substantive intelligence. Present and planned item identification systems and activities of USIB member agencies are being reviewed and summarized. Elements which appear useful in identifying an item have been specified. These elements are being used to create a sample data base. A final determination of those elements essential to the unique identification of an item will be based on this effort. A preliminary system for categorizing items was devised and tested during the creation of this sample item data base in order to facilitate the specification of a useful system of categorization for community use in item identification.

III - FOREIGN PUBLICATIONS

This Task Team is staffed with eight members representing CIA, DIA, Army, Navy, Air Force, State, NSA and the CODIB Support Staff. The FBI and AEC are not represented. Final Terms of Reference drafted by the Team were approved by CODIB on 17 December. The Team has held one working session devoted primarily to orientation of the Team members and finalizing of Terms of Reference. Plans were also made for a series of fact-gathering briefings at various activities which process foreign publications. Each member is now engaged in preparing a broad statement of his agency's current requirements for foreign publications and a description of how his agency uses, relies upon and values foreign publications as sources of information.

IV - INSTALLATIONS

This Task Team is staffed with nine members or participants representing CIA, DIA, Army, Navy, Air Force, NSA, NMCSSC and the CODIB Support Staff. State, FBI and AEC are not represented. Final Terms of Reference formulated by the Team were approved by CODIB on 17 December. The Team has held four working sessions. It has collected formats showing the elements used for installation identifications by the various agencies represented, has prepared a partial list of publications which contain installation identification, and has agreed on a partial list of essential elements of installation identification.

V - BIOGRAPHICS

This Task Team is staffed by nineteen members, participants or alternates representing various elements of CIA, DIA, Army, Navy, Air Force, State, NSA, FBI, Immigration and Naturalization Service, Secret Service, Civil Service Commission and the CODIB Support Staff. Of the USIB agencies only AEC is not represented. Revised Terms of Reference prepared by the Team are to be considered by CODIB at its January meeting. The Team has held a total of four working sessions, three of which were during this quarter. The Team has begun acquisition of information with which to identify and describe the biographic holdings of the USIB Agencies, Immigration and Naturalization Service, Secret Service and Civil Service Commission. For this purpose the Team toured and was briefed by the Army Counter Intelligence Records Center and by the Naval Counter Intelligence Support Center. Information is also being acquired and assimilated on methodologies for

processing biographic information and for structuring and automating of name files.

VI - RESEARCH AND DEVELOPMENT

This Team is staffed with thirteen members or alternates representing CIA, DIA, Army, Navy, Air Force, State, NSA, DDR&E and the CODIB Support Staff. The FBI and AEC are not represented. Terms of Reference drafted by the Team will be considered by CODIB at its January meeting. The Team has held four meetings. It has prepared lists of intelligence data handling methodologies by type of application and by type of source data and has assigned tentative priorities for Team attentions to the entries on these lists. A number of background papers have been written by members of the Team and a bibliography of these and other pertinent reports has been prepared. Each member is now preparing information that will identify the organizations and personnel within his agency through which R&D can be sponsored and coordinated. They are also preparing definition papers on subjects to which the Team will give first-priority attention including Systems Management, Language Translation, Image Interpretation, Language Processing, Pattern Recognition, Document Retrieval, Information Storage and Retrieval, and Predictive Calculations.

VII - ANALYST COMMUNICATION

Mr. A. Sidney Buford III, State Department, recently accepted the chairmanship of this Task Team. Members have also been designated by CIA, DIA, Navy and the CODIB Support Staff. The Air Force has indicated that it could not participate on this Team. Army, NSA, FBI, and AEC have not designated members. A Statement of Initial Objectives for the Team was drafted and circulated to CODIB. The Team has not held a meeting to finalize Terms of Reference.

VIII - PHOTO CHIP

This Task Team is staffed with approximately 25 members alternates or participants representing various elements of CIA, DIA, Army, Navy, Air Force and the CODIB Support Staff. There are no representatives from State, NSA, FBI or AEC. Terms of Reference formulated by the Team were returned by CODIB on 17 November for minor revisions. The Team held four working sessions of three days each which included tours and briefings at Foreign Technology Division, Defense Documentation Center, National Medical Library, and Documentation Incorporated. The Team has completed initial drafts of six working papers on subjects pertinent to the photo chip inquiry. Arrangements are being made for further on-site inspections of operating photo chip systems and other related activities.

IX - ADP SYSTEMS LIBRARY

This Task Team is staffed with eight members representing CIA, DIA, Air Force, State, NSA, National Bureau of Standards, and the CODIB Support Staff. Army, Navy, FBI, and AEC are not represented. Final Terms of Reference drafted by the Team were approved by CODIB on 17 Dec-

ember. The Team has held six working sessions during which it has reviewed the requirements for an ADP Systems Library as contained in the USIB directives, has examined carefully a draft DIA Instruction for reporting on ADP systems in DoD agencies, has considered in detail the elements of information necessary for a USIB-wide ADP Systems Library and has prepared a draft of an instruction manual which is now being reviewed by the Team. CODIB has also directed this Team, as a separate task, to consider the problem of establishing a uniform color code for magnetic tape reels to indicate security classification.

2. Several factors detailed below have mitigated against more rapid progress by the Task Teams:

- (a) Considerable time spent on preparing acceptable Terms of Reference.
- (b) Delay on the part of some agencies in designating representatives to the Task Teams.
- (c) Frequent changes of membership causing a slowdown of progress until the new members are properly oriented to the problem.
- (d) Inability of most members to devote sufficient time to the problems outside of the Team meetings because of the demands of their regular assignments. (One agency stipulated that its representative to a Task Team could not devote more than one day per month to the Team)
- (e) A portion of most Team meetings must be devoted to a review of material covered at previous sessions in order to re-establish the mental frame of reference that existed at the close of the prior meeting which may have occurred one to four weeks earlier.
- (f) All of the Teams have had to go through a learning process to familiarize themselves with the problems that they were addressing. Some members had not been directly associated with the problem area within their own organizations.

Paul A. Borel
Chairman
USIB Committee on Documentation